

## **Section H – Definitions and Abbreviations**

**Abbreviated Day** - An abbreviated day is any school day that is less than the required 6.5 hour state instructional day.

**Average Daily Attendance (ADA)** - Divide the total number of days present by the number of days taught within the accounting period (20 days). Carry decimal to four places. To calculate FTEADA for Vocational classes, divide total hours attended by 120 (6-hour day x 20 days accounting period).

***Note: The additional calculation for students in grades 9-12 effectively reduces Student ADA to a total which is not greater than Student ADM.***

**Average Daily Attendance - Adult High Schools** - The sum of the total hours of classroom attendance divided by 80. This is on the basis of a 4-hour day and a 20-day month.

**Average Daily Membership (ADM)** - The sum of total number of days enrolled divided by the number of days taught within the accounting period (20 days). Carry decimal to four places. To calculate FTEADM for vocational classes, divide total hours enrolled by 120 (6-hour day x 20 days accounting period).

**Average Daily Membership - Adult High Schools** - the sum of the total hours of classroom attendance plus the total hours of classroom absence divided by 80. This is on the basis of a 4-hour day and a 20-day month. Students in unstructured classes will not have absences. Students may be counted more than one FTE per day.

**BEP** – Basic Education Program

**Cohort Rate** - Percentage of an entering 9th grade class which has dropped out by the end of the 12th grade.

**EIA** – Education Improvement Act

**Total Enrollment** - The sum of net enrollment plus transfers of students who have been attending another public school in Tennessee.

$E+E1=$ Net Enrollment

Net Enrollment + TR (transfers) = Total Enrollment

**Event Rate** - Percentage of a specific school population which drops out during a calendar year.

**Expulsion** - Shall be defined as removal from attendance for more than ten (10) consecutive days or more than fifteen (15) days in a month of school attendance. Multiple suspensions that occur consecutively shall constitute expulsion. The school district shall not be eligible to receive funding for an expelled student.

**FTEADA** – Full Time Equivalent Average Daily Attendance

**FTEADM** – Full Time Equivalent Average Daily Membership

**IEP** – Individualized Education Program

**IEP Team** – Participants involved in writing the IEP.

**In-School Suspension** - A student is suspended from attending the regular instructional program but remains in school in a specially assigned location. The student is recorded as a part of the public school attendance (ADA).

**Instructional Day** - One of the one hundred eighty (180) instructional days made up of at least 6.5 hours, except for the three (3) abbreviated days. (For funding purposes, the term instructional day excludes lunch) (Calendar days; not time)

**Membership** - The number of pupils actually on the roll on the last day of an accounting period. This is the Total Enrollment minus those students who have withdrawn plus students who have previously withdrawn but have returned.

Total Enrollment - W (Withdrawn) + R (Returned) = Total Membership

**Net Enrollment** - The sum of original students who were enrolled after the last day of the previous school year and students entering for the first time in this school year or who transferred from another state.

$E + E1 = \text{Net Enrollment}$ .

**PIN** – Personal Identification Number

**Total Enrolled for Transportation on the Transportation Summary** – The highest daily membership of students enrolled for a bus during any given reporting period. (This is Total Enrolled for Transportation Column of the Transportation Summary)

**Remand** - shall be defined as assignment to an alternative school. The student so assigned shall be included in ADA/ADM and will continue to be counted as present for funding purposes. The State Department of Education shall establish a set of codes to be used for reporting reasons for students on remand to an alternative school.

**Special Education Option 7, 8, or 9** - A student receives Special Education services of twentythree or more hours each week.

**Suspension** – Shall be defined as dismissed from attendance at school for any reason for not more than ten (10) consecutive days. The student on suspension shall be included in ADM and will continue to be counted for funding purposes. Multiple suspensions shall not run consecutively nor shall multiple suspensions be applied to avoid expulsion from school.

